

Personnel list for LSS 3 West Activation

Linda Han
Dina Caloggero
Kathleen Nawn

Analytical Chemistry
Julianne Nassif

CT/Env Chem
Jennifer Jenner
Gloria Cheng
Peter Kane
Linwood Noddin
Bruce Hannon
Jill Clemmer
Jane Gu
John Gillis
Giovanni Rosas
Paul Servizio

Lead Lab
Alan Rubin
Amy Tan
Patrick Kataramu
Ngozi Ogbue
Michael Poe
Felipe Alfonso

CHLP
Patricia Jacobsen
Mary Madden
Paul Daly
Shelia Stallings
Thuy Hunt

Drug Lab
Charles Salemi
Gloria Phillips
Shirley Sprague
Janice Zanolli

Charles Salemi
Zhi Tan
Michael Lawler
James Hanchett
Nicole Medina
Kate Corbett
Daniel Renczkowski
Peter Piro
Mai Tran
Annie Dookhan (Khan)
Lisa Glazer
Stacey DesJardins (Feiden)
Daniella Frasca
Della Saunders
Elisabeth O'Brien

Central Laboratory Services
John Gallagher- Glassware card only
John Conley- Glassware card only
Alan Borne
Suzanne Govan

Lemuel Belgrade
Marie Preval
Juanita Govan
Richard Borsari

Central Services
Grace Connolly
Andre Parris- supply delivery
Paul Walsh

Information Technology
William Dole
Warren Erskine
Michael Normand
Ramana Reddy
Prabhu Elumalai
Gunasundari Veerapandian
Vince Regina
Ping Zou
Sada Basani
Keith Nystrom

BHQM Nancy O'Leary (drug inspector)
BEH
Kim Foley (FPP)
Tara Harris (FPP)

UMASS personnel
(facilities, housekeeping, security)

3 West Implementation Task List

Meeting held 1/28/11. Attendance: UMMS-Charles Miller (CM), MDPH Lab-Dr. Linda Han (LH), Julianne Nassif, Elisabeth O'Brien (EO), Dina Caloggero (DC), Kathleen Nawn (KN)

	Task assignments					
	CM	LH	JN	EO	DC	KN
A. Internal customers						
1. 3 West LSS activation for personnel already onboard						
a. Identify personnel for 3 West access card activation (Completed)			X			
b. Identify 3 West personnel who haven't had LSS Floor training in the past						X
c. Perform LSS floor training as needed and complete acceptance agreement						X
d. Personnel being activated: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info		X				
e. All hands: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info		X				
f. Apply 3 West to access cards (and as applicable 3 East)	XUMMS					XMDPH
g. Post signs at 3 West elevator lobby door and stairwell 1 door regarding secured area and access procedures, Contact phone number for access= Drug Evidence Room 983-6622				X		
h. Post signage at Emergency Release button locations						X
i. Power up 3 West doors/ Date: March 1, 2011	X					
2. Develop and Implement 3 West access request procedure for subsequent personnel						
a. Update UMASS Security Access Form (yellow sheet). Add "Tower- 3rd Floor West (Rooms # - #)" to form					X	
b. How to request access, identify DPH Lab officials who will approve access requests			X	X		
c. Notify DPH LSS Manager of personnel approved for access	X		X	X		
d. Complete LSS Floor training						X
e. Activate access (3 East and 3 West)	X					
f. Report departures to LSS Manager			X	X		
g. Update sop SA.001 regarding addition of 3 West as restricted access floor (Completed)						X
B. External customers/Law Enforcement/Visitors						
1. Prepare appropriate number of "Visitor- D.A.L." access cards for use	X					
2. Apply 3 West and 3 East access to cards	X					
3. Implement revised UMMS Security "Police Log" for sign-in/out and tracking of visitor access cards	X					
4. Review revised Drug Analysis Lab visitor procedure with UMMS Security personnel	X					
5. Create information sheet for law enforcement D.A.L. visitors at UMMS Security Desk explaining access procedures using elevator, or stairwell exit if necessary (if elevator down, egress via 3 West and 3 East)					X	